



# Employee Safety and Health Program

## Unit and Field Office Inspection Form

Provide copy of this completed form to the Bureau Chief, and the Employee Safety and Health Program via Amanda Carroll ([Amanda.Carroll@labor.nc.gov](mailto:Amanda.Carroll@labor.nc.gov)). To be uploaded to the intranet and the specific Unit.

Unit: OSH Compliance East	Location of Inspection: Lake Boone Tr., 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> floors and Parking Deck
Inspection Team:	Date of Inspection: 6/5/2018
1. Deborah Samad	Unit Manager: Bruce Miles
2.	Additional Comments:
3.	

### Inspection Information

<b>Electrical Cords and Outlets: Check appropriate box when condition is identified and add notation</b>	
<input type="checkbox"/> Cords in walkways	<input type="checkbox"/> Extension cords used as permanent wiring
<input type="checkbox"/> Damaged cords (any type)	<input type="checkbox"/> Exposed energized parts
<input type="checkbox"/> Missing ground pin on electrical cord	<input type="checkbox"/> Daisy chain (power strip plugged into another power strip)
<input type="checkbox"/> Excessively warm/overheated cords or equipment:	<input type="checkbox"/> Outlet missing cover or broken cover
	<input type="checkbox"/> Two prong adapter used or two prong extension cord
Additional Comments, notations, and abatement information (including date):	

<b>Fire Hazards and Egress: Check appropriate box when condition is identified and make notation</b>	
<input type="checkbox"/> Items stored within 3 feet of a heater and/or heat source	<input type="checkbox"/> Blocked fire extinguishers
<input checked="" type="checkbox"/> Emergency Exit lighting is working correctly - <i>see below</i>	<input type="checkbox"/> Exit doors in working condition
<input type="checkbox"/> Space heaters meet testing laboratories criteria (Identify)	<input type="checkbox"/> Block Exit doors
<input type="checkbox"/> Flammable/Combustibles stored correctly	<input type="checkbox"/> Chemicals stored correctly
<input type="checkbox"/> Excessively warm/overheated cords or equipment:	<input type="checkbox"/> Fire extinguishers inspected (identify by Serial #)
Additional Comments, notations, and abatement information (including date): Emergency Exit sign/Light #7: first floor, Fire Panel Room, above door to parking level: <b>FAIL</b> .	



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Unit: <u>OSH/WEST COMPLIANCE</u>	Location of Inspection: <u>CLT FIELD OFFICE</u>
Inspection Team:	Date of Inspection: <u>2018/06/19</u>
1. <u>TED HENNING</u>	Unit Manager: <u>PAUC SUCCHIA</u>
2.	Additional Comments:
3.	

### Inspection Information

Electrical Cords and Outlets: Check appropriate box when condition is identified and add notation	
<input checked="" type="checkbox"/> Cords in walkways	<input checked="" type="checkbox"/> Extension cords used as permanent wiring
<input checked="" type="checkbox"/> Damaged cords (any type)	<input checked="" type="checkbox"/> Exposed energized parts
<input checked="" type="checkbox"/> Missing ground pin on electrical cord	<input checked="" type="checkbox"/> Daisy chain (power strip plugged into another power strip)
<input checked="" type="checkbox"/> Excessively warm/overheated cords or equipment:	<input checked="" type="checkbox"/> Outlet missing cover or broken cover
	<input checked="" type="checkbox"/> Two prong adapter used or two prong extension cord
Additional Comments, notations, and abatement information (including date):	

Fire Hazards and Egress: Check appropriate box when condition is identified and make notation	
<input checked="" type="checkbox"/> Items stored within 3 feet of a heater and/or heat source	<input checked="" type="checkbox"/> Blocked fire extinguishers
<input checked="" type="checkbox"/> Emergency Exit lighting is working correctly	<input checked="" type="checkbox"/> Exit doors in working condition
<input checked="" type="checkbox"/> Space heaters meet testing laboratories criteria (Identify)	<input checked="" type="checkbox"/> Block Exit doors
<input checked="" type="checkbox"/> Flammable/Combustibles stored correctly	<input checked="" type="checkbox"/> Chemicals stored correctly
<input checked="" type="checkbox"/> Excessively warm/overheated cords or equipment:	<input checked="" type="checkbox"/> Fire extinguishers inspected (identify by Serial #)
Additional Comments, notations, and abatement information (including date):	
<u>EMERGENCY LIGHT IN TRAINING ROOM DOES NOT WORK</u>	



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Unit: District 1	Location of Inspection: Asheville Office
Inspection Team:	Date of Inspection: June 28, 2018
1. Kristie Hall	Unit Manager: Kay Knezevich
2. Leighton Dowdle	Additional Comments:
3.	

### Inspection Information

<b>Electrical Cords and Outlets: Check appropriate box when condition is identified and add notation</b>	
<input type="checkbox"/> Cords in walkways	<input type="checkbox"/> Extension cords used as permanent wiring
<input type="checkbox"/> Damaged cords (any type)	<input type="checkbox"/> Exposed energized parts
<input type="checkbox"/> Missing ground pin on electrical cord	<input type="checkbox"/> Daisy chain (power strip plugged into another power strip)
<input type="checkbox"/> Excessively warm/overheated cords or equipment:	<input type="checkbox"/> Outlet missing cover or broken cover
	<input type="checkbox"/> Two prong adapter used or two prong extension cord
Additional Comments, notations, and abatement information (including date):	

<b>Fire Hazards and Egress: Check appropriate box when condition is identified and make notation</b>	
<input type="checkbox"/> Items stored within 3 feet of a heater and/or heat source	<input type="checkbox"/> Blocked fire extinguishers
<input checked="" type="checkbox"/> Emergency Exit lighting is working correctly	<input type="checkbox"/> Exit doors in working condition
<input type="checkbox"/> Space heaters meet testing laboratories criteria (Identify)	<input type="checkbox"/> Block Exit doors
<input type="checkbox"/> Flammable/Combustibles stored correctly	<input type="checkbox"/> Chemicals stored correctly
<input type="checkbox"/> Excessively warm/overheated cords or equipment:	<input type="checkbox"/> Fire extinguishers inspected (identify by Serial #)
	<input type="checkbox"/> Kiddie Fire Extinguishers (#RD-379022 and #RD-379023)
Additional Comments, notations, and abatement information (including date): Exit lights and emergency lights need new batteries. The landlord is aware and will be installing new batteries.	



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Unit: <b>District 10</b>	Location of Inspection: <b>Wilmington Field Office</b>
Inspection Team:	Date(s) of Inspection: 6/19/18 and 6/29/18
1. Julie Martin	Unit Manager: Lafayette Atkinson
2.	Additional Comments:
3.	No GFCI in multiple outlets in breakroom/kitchen, bathrooms, and outlet under water cooler, missing outlet cover in breakroom. Emergency exit lighting still not in place.

### Inspection Information

Electrical Cords and Outlets: Check appropriate box when condition is identified and add notation			
<input type="checkbox"/>	Cords in walkways	<input type="checkbox"/>	Extension cords used as permanent wiring
<input type="checkbox"/>	Damaged cords (any type)	<input type="checkbox"/>	Exposed energized parts
<input type="checkbox"/>	Missing ground pin on electrical cord	<input type="checkbox"/>	Daisy chain (power strip plugged into another power strip)
<input type="checkbox"/>		<input checked="" type="checkbox"/>	Outlet missing cover or broken cover
<input type="checkbox"/>		<input type="checkbox"/>	Two prong adapter used or two prong extension cord
Additional Comments, notations, and abatement information (including date):			

Fire Hazards and Egress: Check appropriate box when condition is identified and make notation			
<input type="checkbox"/>	Items stored within 3 feet of a heater and/or heat source	<input type="checkbox"/>	Blocked fire extinguishers
<input type="checkbox"/>	Emergency Exit lighting is working correctly	<input type="checkbox"/>	Exit doors in working condition
<input type="checkbox"/>	Space heaters meet testing laboratories criteria (Identify)	<input type="checkbox"/>	Block Exit doors
<input type="checkbox"/>	Flammable/Combustibles stored correctly	<input type="checkbox"/>	Chemicals stored correctly
<input type="checkbox"/>	Excessively warm/overheated cords or equipment:	<input type="checkbox"/>	Fire extinguishers inspected (identify by Serial #) KA-00306597; A-32918433; J-281685
<b>Additional Comments, notations, and abatement information (including date):</b> GFCI abated 6/28/18 – cooler and outlets in breakroom/kitchen now protected by GFCI as well as bathrooms (3 GFCI outlets in facility- 1 under water cooler, 1 in women's bathroom, 1 in breakroom/kitchen.) Insp. Sheet updated to show GFCI. 6/28/18-Missing outlet cover also replaced. We are seeking information from landlady concerning when the emergency exit lights will be installed.			
<b>First Aid Kit:</b>			